

# INVITATION FOR BIDS

Issue Date: 27 May 2008

IFB# 239-08-006

Title: **Hay**

Commodity Code: 32540

Issuing Agency: Commonwealth of Virginia  
Frontier Culture Museum  
1290 Richmond Avenue  
P. O. Box 810  
Staunton, VA 24402

Period of Contract: From July 1, 2008 through June 31, 2009

Sealed bids will be received until June 15, 2008 at 2:00PM for furnishing the goods described herein and then opened in public.

All inquiries for information should be directed to Mark Gatewood, 540 332 7850.

IF BIDS ARE MAILED, SEND DIRECTLY TO ISSUING AGENCY SHOWN ABOVE. IF BIDS ARE HAND DELIVERED, DELIVER TO:  
Administration Building, Frontier Culture Museum, 1290 Richmond Avenue, Staunton, VA.

In compliance with this Invitation For Bids and to all the conditions imposed thereon, the undersigned offers and agrees to furnish the goods at the price indicated in Section VII, Pricing Schedule.

## **This public body does not discriminate against faith-based organizations**

Name and Address: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_ Zip \_\_\_\_\_

FEI/FIN NO: \_\_\_\_\_  
 Fax number \_\_\_\_\_

Date \_\_\_\_\_  
 By: \_\_\_\_\_  
 (Signature in ink)  
 Name \_\_\_\_\_  
 (Please print)  
 Telephone \_\_\_\_\_  
 e-mail \_\_\_\_\_

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**I. PURPOSE** To secure a contract to provide quality hay delivered to the Frontier Culture Museum

**II. SPECIFICATIONS:** Provide 1800 (one thousand eight hundred) square bales of general purpose orchard grass or mixed grass hay. Bids shall include a basic forage analysis showing the following:

55 – 60% total digestible nutrients

Crude protein count 9 – 13%

Minimum 80% dry matter content

Hay is to be delivered and stacked in a designated museum barn; delivery schedule is negotiable

**III. PREBID VISIT:** A prebid visit is suggested; to arrange, call Mark Gatewood, 540 332 7850

**IV. GENERAL TERMS AND CONDITIONS** See attached.

### **V. SPECIAL TERMS AND CONDITIONS**

**CANCELLATION OF CONTRACT:** The purchasing agency reserves the right to cancel and terminate any resulting contract, in part or in whole, without penalty, upon 60 days written notice to the contractor. Any contract cancellation notice shall not relieve the contractor of the obligation to deliver and/or perform on all outstanding orders issued prior to the effective date of cancellation.

**RENEWAL OF CONTRACT:** This contract may be renewed by the Commonwealth for three successive one year periods under the terms and conditions of the original contract except as stated in 1 and 2 below. Price increases may be negotiated only at the time of renewal. Written notice of the Commonwealth's intention to renew shall be given approximately 90 days prior to the expiration date of each contract period.

1. If the Commonwealth elects to exercise the option to renew the contract for an additional one-year period, the contract price for the additional one year shall not exceed the contract price of the original contract increased/decreased by more than the percentage increase/decrease of the CPI-W section of the Consumer Price Index of the United States Bureau of Labor Statistics for the latest 12 months for which statistics are available.
2. If during any subsequent renewal periods, the Commonwealth elects to exercise the option to renew the contract, the contract price for the subsequent renewal period shall not exceed the contract price of the previous renewal period increased/decreased by more than the percentage increase/decrease of the CPI-W section of the Consumer Price Index of the United States Bureau of Labor Statistics for the latest twelve months for which statistics are available.

**VI. METHOD OF PAYMENT:** Contractor shall submit an invoice upon delivery of hay. The museum will process the invoice on receipt and payment made in thirty days.

**VII. PRICING SCHEDULE:** Contractor agrees to furnish hay at the quantity and quality described above for

\$ \_\_\_\_\_ per bale

for a total lump sum of \$ \_\_\_\_\_